

How Employers can update their Mailing Address and Contact information in the UC Benefits System

Go to <https://benefits.uc.pa.gov/>
and click **Sign In/Register**



Individual

Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:

- File or Reopen a Claim
- File for Weekly UC Benefits
- Check Claim Status
- View Benefit Payments
- File a Benefit Appeal
- Manage Personal & Payment information

Employers

The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
- File Benefit Appeals
- Review & Manage Charges
- SIDES E-Responses Portal
- Shared Work Plan Management

Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations

Enter User Name and Password in the Option 1 Section, and click

Sign In

 **Option 1 - Already Registered**

User Name:

b-Abcdef12

Password:

.....



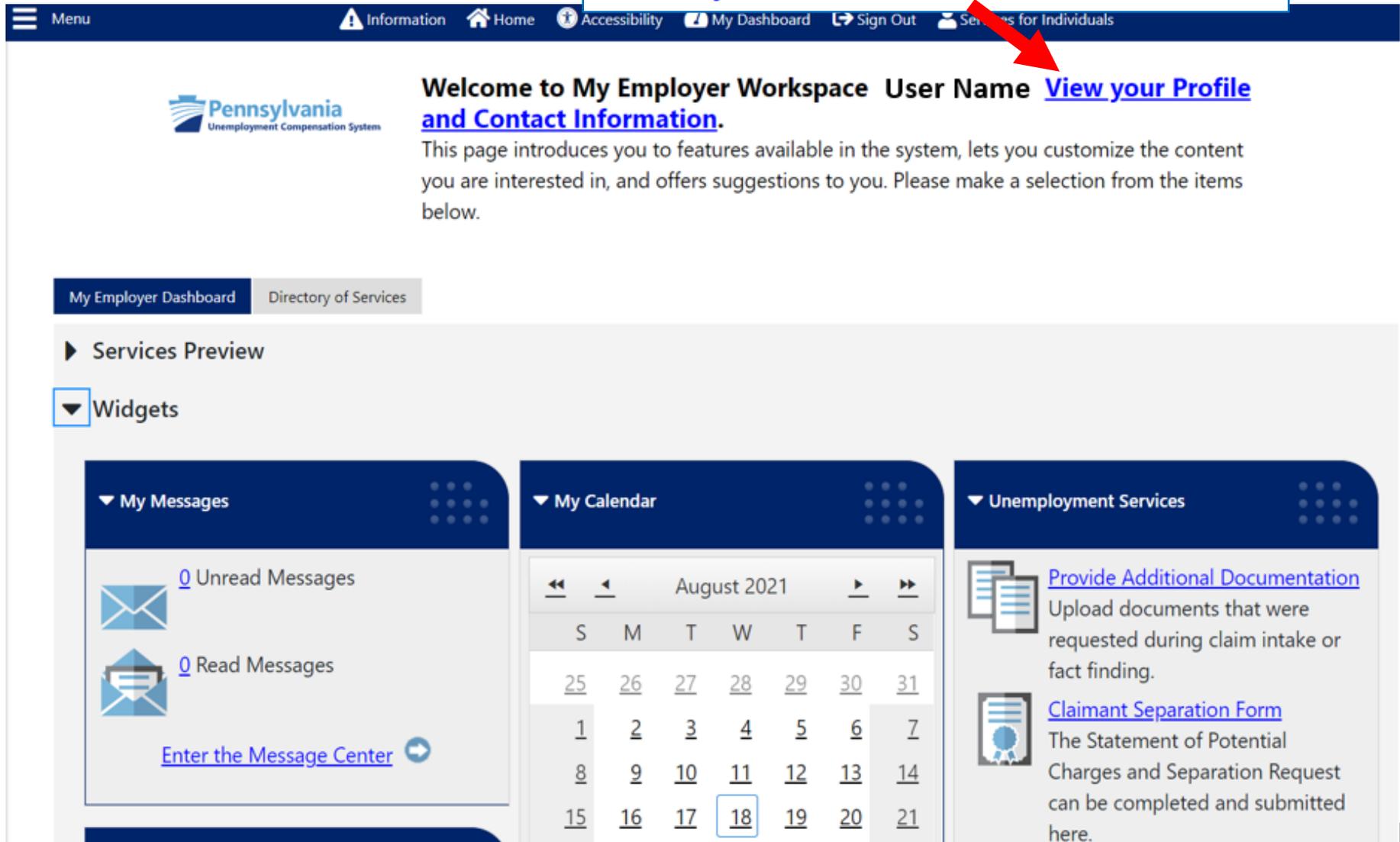
Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

How Employers can update their Mailing Address and Contact information in the UC Benefits System

Click on

[View your Profile and Contact Information.](#)



Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals

Welcome to My Employer Workspace User Name [View your Profile and Contact Information.](#)

This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

My Employer Dashboard Directory of Services

Services Preview

▼ Widgets

▼ My Messages

- 0 Unread Messages
- 0 Read Messages
- [Enter the Message Center](#)

▼ My Calendar

August 2021

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

▼ Unemployment Services

- [Provide Additional Documentation](#)
Upload documents that were requested during claim intake or fact finding.
- [Claimant Separation Form](#)
The Statement of Potential Charges and Separation Request can be completed and submitted here.



How Employers can update their Mailing Address and Contact information in the UC Benefits System



Use this folder to manage your general company information including contact and login information.

If you make changes, click the Save button.

Click on
Locations

[[Employer Portfolio](#)]

- [-] [Employer Profiles](#)
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 - [General Information](#)
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 - [Account Summary](#)
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 - [Subscriptions](#)
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- [-] [Unemployment Files](#)
 - [-] [Unemployment Benefit File](#)
 - [Employer Charges](#)
 - [Claimants](#)
 - [Determinations](#)
 - [Appeals](#)
 - [Labor/Non-Labor Disputes](#)
 - [Shared-Work](#)
 - [Wage Audit Notices](#)

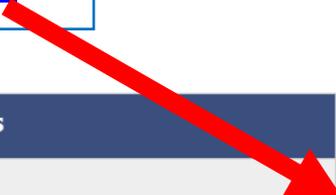
General Information	Locations	Contacts/Users	Account Summary	Documents	Agents
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How Employers can update their Mailing Address and Contact information in the UC Benefits System

[General Information](#) **Locations** [Contacts/Users](#) [Account Summary](#) [Documents](#) [Agents](#)

 For help click the information icon.

Click on
[Edit Location](#)



 [Show All Worksite Filter Criteria](#)

To sort on any column, click a column title.

<u>Location</u>	<u>Address</u>	<u>Contacts</u>	<u>Action</u>
UI Benefit Location (Unemployment) <i>(Primary Location)</i>	EMPLOYER ADDRESS	Active Contacts Unknown Unknown <i>(Primary Contact)</i>	Edit Location <hr/> View Contacts <hr/> Inactivate <hr/>

 Page of 1 

Rows

1 Records Found

Add Location

Add Location and Contact

Location

If needed, type in updated Zip Code, and then Primary Location Information

Primary Location:

* Location Name:

UI Benefit Location

* Zip Code:

17121

99999 or 99999-9999

Primary Location Information

* Street Address 1:

651 BOAS ST

Street Address 2:

Street Address 3:

* City:

Harrisburg

* State

Pennsylvania

* County/Borough/Parish:

Dauphin County

* Country:

United States

* Zip code:

17121

**If this field contains
UI Employer Account Number,
delete the contents of the field**

**UI Employer Account
Number:**

1234567

*** Phone:**

717

-

555

-

1111

Ext.

Fax:

 - -

Email:

e.g. pink123@gmail.com

Company Web Site:

e.g. https://www.companywebsite.com

*** Industry Title (NAICS):**

[Search for Industry Code \(NAICS\)](#) 

999999

Unclassified

*** Status:**

Active

Check if Mailing Address is same, or update if different

Mailing Address



For help click the information icon.

Check here if Mailing Address is the same as the address above.

Address has been standardized.

* Mailing Address 1:

651 BOAS ST

Mailing Address 2:

* Mailing City:

HARRISBURG

* Mailing State:

Pennsylvania ▼

* Mailing Country:

United States ▼

* Mailing Zip/Postal:

17121-0725

99999 or 99999-9999

**Click this check box
and then Save**

Location Designation(s)



To sort on any column, click a column title.

Select	<u>Designation</u>
<input checked="" type="checkbox"/>	All Mailings
<input type="checkbox"/>	Base Period
<input type="checkbox"/>	Benefits
<input type="checkbox"/>	Delinquent
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Special Assesment
<input type="checkbox"/>	TBA

7 Records Found

[[View Location History](#)]



Save

Cancel

How Employers can update their Mailing Address and Contact information in the UC Benefits System

Click OK

benefits.uc.pa.gov says

Do you wish to update the Unemployment Insurance address at this time? Click OK to update the Unemployment Insurance mail address, click cancel to update the worksite address only.

OK

Cancel

To sort on any column, click a column title.

Select	<u>Designation</u>
<input checked="" type="checkbox"/>	All Mailings
<input type="checkbox"/>	Base Period
<input type="checkbox"/>	Benefits
<input type="checkbox"/>	Delinquent
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Special Assesment
<input type="checkbox"/>	TBA

7 Records Found

* Select the employer type Unemployment
functionality for this location

Save

Cancel



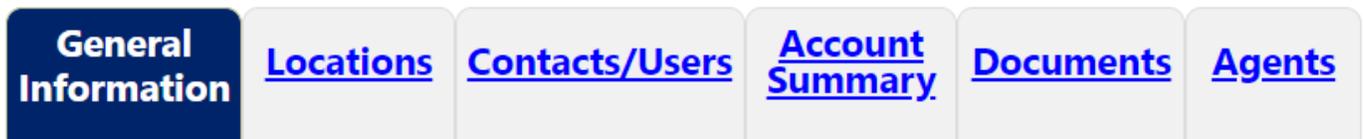
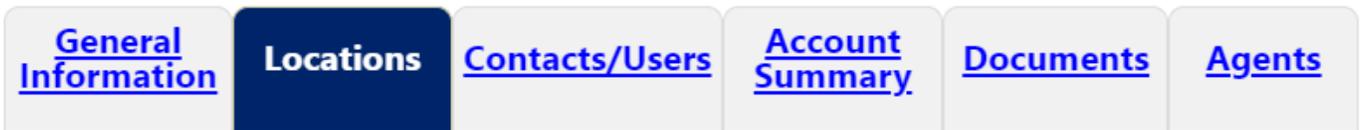
Use this folder to manage your locations.

By clicking the *Add Location* button you may enter locations that can be viewed online by local job seekers. Click on the *Edit Location* link in the Action column below to view its details. Click on the *View Contacts* link to review contacts for that location.

Click
General Information

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 - [Shared-Work](#)
 - [Wage Audit Notices](#)



Scroll down



Employer address has been updated

Primary Location Information

Street Address 1: 651 BOAS ST
City: Harrisburg
State: Pennsylvania
County/Borough/Parish: Dauphin County
Country: United States
Zip code: 17121

Mailing Address

Address has been standardized.

Mailing Address 1: 651 BOAS ST
Mailing City: HARRISBURG
Mailing State:: Pennsylvania
Mailing Country: United States
Mailing Zip/Postal: 17121-0725

Contact Information

 For help click the information icon.

* Job Title:

* First Name:

Middle Initial:

* Last Name:

* Primary Phone: - - Ext

Alternative Phone: - - Ext

Contact Text Message Phone Number: - -

Fax: - -

* Contact Email Address:

* Confirm Contact Email Address:

Enter name, job title, phone number, and email address, and select the preferred notification setting

[Resend Email Confirmation](#)

* Please select a method in which you prefer to receive your notifications:

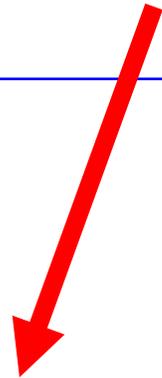
▾

None Selected

Internal Message

Postal Mail

Internal Message with Email Notification



**Mark checkbox
and click [Update](#)**

Please note that by making this selection you will receive all future notifications and requests for information regarding unemployment claims via email and/or internal message only. You will be responsible for responding timely to these notifications. Failure to respond timely may result in loss of your appeal rights regarding unemployment claims.

Company Website:

e.g. <https://www.companywebsite.com>

Change Password:

[Click here to change password](#)

[[Update](#) | [Edit Profile](#)]

**This message will
appear**



[[Update](#) | [Edit Profile](#)]

Your request has been processed